

**STATE OF MONTANA
DEPARTMENT OF NATURAL RESOURCES & CONSERVATION
AND
DISASTER & EMERGENCY SERVICES**

Fire Management Assistance Grant Program (FMAGP)

I. Fire Management Assistance Declarations

Fire Management Assistance (FMA) Declarations made in accordance with Section 420 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act Public Law 93-288, as amended, provide for unique considerations on the part of the State of Montana. These considerations are:

- A. The State of Montana is the grantee, and the Director of the Department of Natural Resources & Conservation (DNRC) is hereby designated as the Governor's Authorized Representative (GAR) for FMA Declarations. See annual FEMA-State Agreement for the Fire Management Assistance Grant Program (FMAGP).
- B. Two State agencies will share in the responsibility of administering the FMAGP. They are the Fire and Aviation Management Bureau, Forestry Division, DNRC and the Disaster and Emergency Services Division (DES), Department of Military Affairs (DMA).
- C. The GAR or an Alternate GAR must submit the request for Fire Management Assistance Declaration while the fire is burning uncontrolled and threatens such destruction as would constitute a major disaster.

II. Procedures

- A. The GAR or an Alternate GAR, can request a FMA declaration, when it is felt a given wildfire threatens such destruction as would constitute a major disaster.
- B. If a FMA declaration request is approved by FEMA, "Exhibit E", an amendment to the FEMA-State Agreement for the FMAGP will be executed for that particular declaration.
- C. DNRC and/or DES in accordance with this attachment and the FEMA State Agreement for FMAGP will coordinate with State Legal Council for all human caused fires and will provide FEMA with a legal analysis on the State's ability to recover costs and how the State is pursuing the recovery of such costs.
- D. DNRC and/or DES, in accordance with this attachment, will prepare, in coordination with FEMA and FEMA's principal advisor, Project Worksheets (PWs) pertaining to the declared fire.
- E. Detailed record keeping and documentation is critical due to the questions of cost eligibility and duplication of benefits when dealing with fire suppression activities involving various federal state, local, and volunteer agencies and organizations and the potential intermixed land ownership.
- F. DNRC will coordinate with the Governor's Office of Budget and Program Planning and advise them of the FMA declaration and request a Budget Change Document for the FMA declaration.
- G. DNRC and/or DES in coordination with their respective Centralized Services Divisions will establish accounts to service this program and make inter-agency payment transactions.
- H. The funding mechanism for payment of the federal share of the eligible costs will be made through SMARTLINK, by staff from the Centralized Services Division (CSD), DMA.
- I. Normally, there's at least one payment based on actual costs (per category) processed for each Sub-grantee before their final costs are documented. Reimbursements of actual costs documented on the PWs, up to the amount of the approved Federal Share, may be made.

- J. Initial Package for each FMA declaration shall include:
1. SF-424
 2. FF-20-16 A & B
 3. Documentation (State records and/or PWs) to confirm FMAGP threshold has been met.
 4. The following is the applicable documentation each sub-grantee will need:

Proof of payment and copies of all Contracts, Agreements, Invoices, and Force Account Labor, Equipment, and Material Records
- K. Final claims package (per Sub-grantee) will consist of the following items:
1. A Letter of Transmittal containing GAR's recommendations of eligible costs
 2. Summary of Documentation
 3. Copies of all supporting documentation
 4. Certification of Work Completion in accordance with the FEMA/State agreement.
- L. DNRC and DES will provide, upon request, technical assistance to the Sub-grantees.
- M. In addition to actual fire suppression costs there are provisions for reimbursing the FMAGP management costs under 44 CFR 204.63 in accordance with 44 CFR Part 13 and OMB circular A-87. These costs will be maintained and documented by the DNRC and DES for inclusion in their Category Z Management PW.
- N. Audits will be in accordance with the federal single audit act and 44 Code of Federal Regulation (CFR) Part 14.
- O. All PWs will be treated as Large Projects, regardless of PW amount.

III. Grant Management

- A. DNRC and DES will determine the necessary organizational structure and staffing to effectively manage and administer this program and will request reimbursement of direct costs for the administration / management of the FMAGP under 44 CFR Part 13 and 44 CFR section 204.63.
- B. See the DNRC and DMA staffing patterns at the end of this Attachment.
- C. DNRC and DES will administer the FMAGP in accordance with applicable portions of 44 CFR Part 204 Subpart A through E (Fire Management Assistance Grant Program), 44 CFR Part 206 Subpart G - (Public Assistance Project Administration), FEMA Common Rule 44 CFR Part 13, Audit requirements Part 14, OMB circular A-87, and those applicable parts of this plan.

IV. Financial Reporting

- A. Federal Cash Transactions Report, Standard Form (SF) 272, will be submitted no later than 15 working days following the end of each quarter (44 CFR Part 13.41(c)).
- B. A Financial Status Report, FEMA Form (FF) 20-10, will be submitted yearly (44 CFR Part 13.31(b)(3)). A final FF 20-10 will be submitted within 90 days of the performance period expiration date (44 CFR Part 204.64).

V. Organization and Assignment of Responsibilities:

DNRC and DES will maintain close coordination and cooperation in the management of FMAGP. Their duties are as follows:

- A. Department of Natural Resources and Conservation (DNRC)
1. DNRC is responsible for State compliance with the FEMA-State Agreement.
 2. When there are DNRC suppression costs on a fire declaration, DNRC will manage the Sub-grantees.

3. Determining staffing requirements necessary for proper program management. (See DNRC staffing pattern attached).
 4. Notifying potential applicants by written or verbal communication through officials of the political subdivisions.
 5. Assisting FEMA in determining work and applicant eligibility.
 6. Providing technical assistance to sub-grantees, including briefing for potential applicants on the application procedures, program eligibility and deadlines.
 7. Submitting and reviewing requests for FMA applications (FEMA Form 90-133) from sub-grantees.
 8. Preparing Project Worksheets (PWs), using documented costs.
 9. Reviewing the Sub-grantee's costs prior to submitting PW's to FEMA. These will not be the same Sub-grantees being assisted by DES.
 10. Coordinating with DES in the recovery of disallowed costs/duplication of benefits.
 11. Processing payments for Sub-grantees through CSD/DMA.
 12. Processing requests for appeals and time-extensions.
 13. Making recommendations to FEMA on appeals.
 14. Monitoring/Processing closeouts and audit reconciliation of each Sub-grantee.
 15. Maintaining all files for the Sub-grantees.
- B. Disaster and Emergency Services (DES) - Department of Military Affairs (DMA)
1. DES is responsible for State compliance with the FEMA-State Agreement.
 2. When there are local costs only on a fire declaration (no DNRC suppression costs), DES will manage the Sub-grantees.
 3. Determining staffing requirements necessary for proper program management. (See DMA staffing pattern attached).
 4. Notifying potential applicants by written or verbal communication through officials of the political subdivisions.
 5. Assisting FEMA in determining work and applicant eligibility.
 6. Providing technical assistance to sub-grantees, including briefing for potential applicants on the application procedures, program eligibility, and deadlines.
 7. Submitting and reviewing requests for FMA applications (FEMA Form 90-133) from Sub-grantees.
 8. Preparing Project Worksheets (PWs), using documented costs.
 9. Reviewing the Sub-grantee's costs prior to submitting PW's to FEMA. These will not be the same sub-grantees being assisted by DNRC.
 10. Coordinating with DNRC in the recovery of disallowed costs/duplication of benefits.
 11. Processing payments for sub-grantees through SMARTLINK.
 12. Processing requests for appeals and time-extensions.
 13. Making recommendations to FEMA on Appeals.
 14. Monitoring/Processing closeouts and audit reconciliation of each Sub-grantee.
 15. Maintaining all files for the Sub-grantees.

VI. Funding:

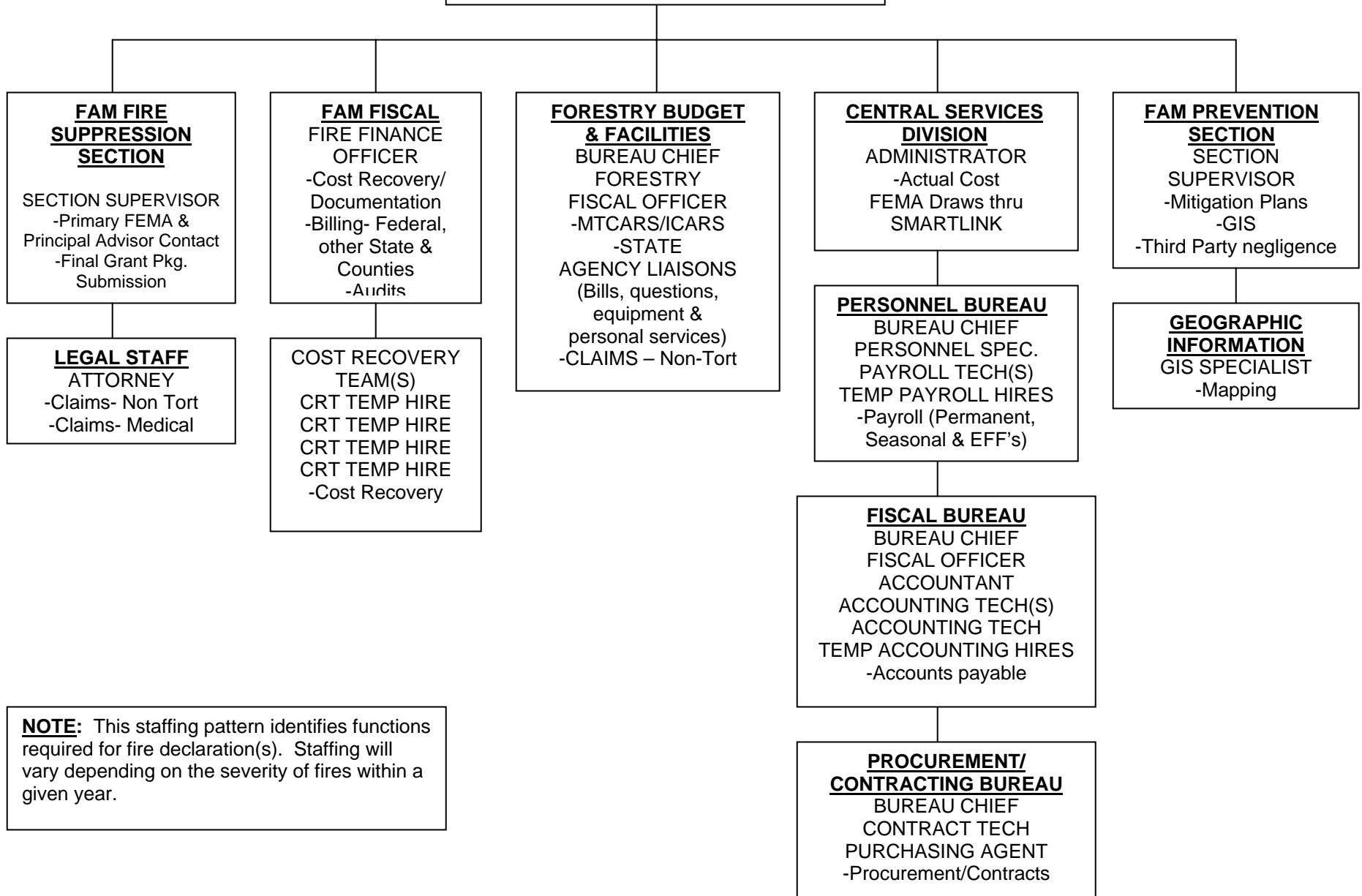
Cost Share

- A. The Fire Management Assistance Grant Program is subject to a cost share. The Federal cost share is 75% and the State/Local cost share is 25% of the eligible costs.
- B. Before the state will participate in the 25% State/Local cost share of the Fire Management Assistance Grant Program the local government must **levy and/or commit** an amount equal to the proceeds of the 2 mill emergency levy (section 10-3-405, MCA).

VII. Definitions:

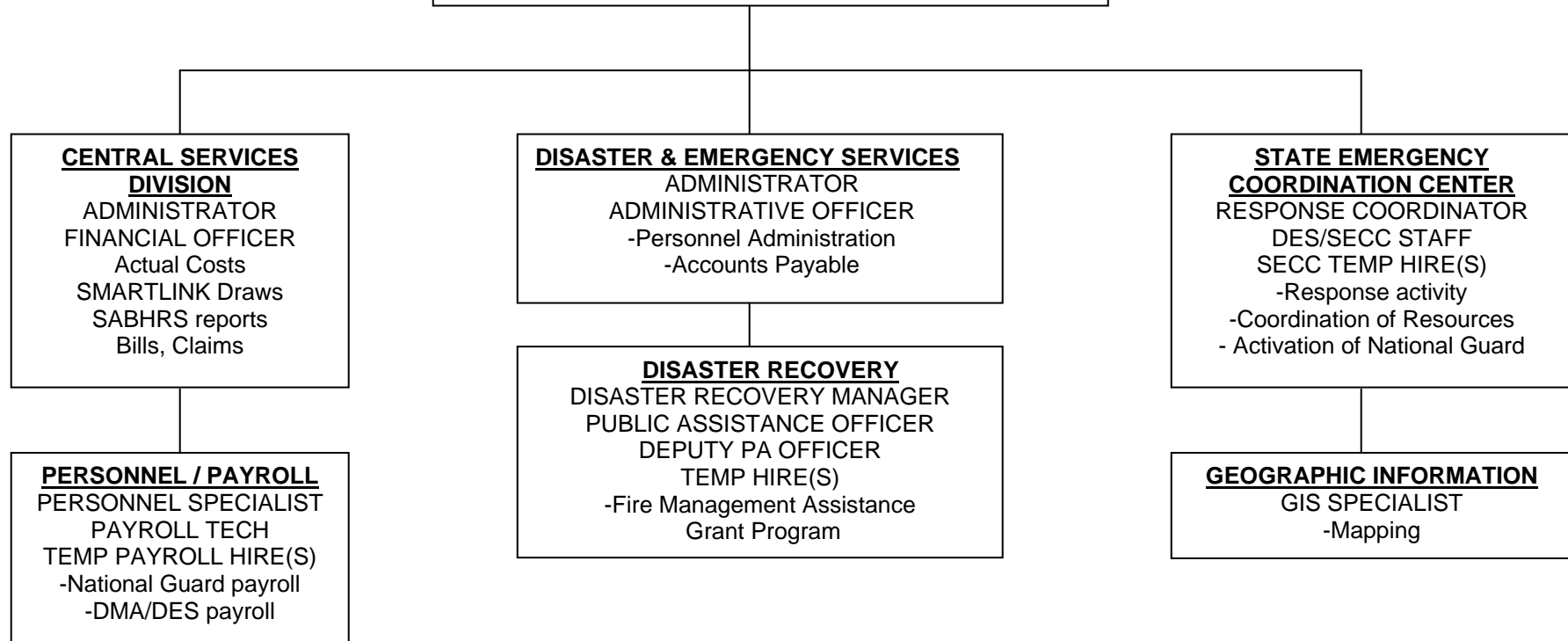
See Section III "Definitions" in the Public Assistance Administrative Plan.

DNRC
DIVISION OF DUTIES
STAFFING PATTERN



NOTE: This staffing pattern identifies functions required for fire declaration(s). Staffing will vary depending on the severity of fires within a given year.

DEPARTMENT OF MILITARY AFFAIRS
DIVISION of DUTIES
STAFFING PATTERN



NOTE: This staffing pattern identifies functions required for fire declaration(s). Staffing will vary depending on the severity of fires within a given year.